



## Goddard Procedural Requirements (GPR)

**DIRECTIVE NO.** GPR 1420.1C  
**EFFECTIVE DATE:** June 2, 2006  
**EXPIRATION DATE:** June 2, 2016

**APPROVED BY Signature:** Original Signed By  
**NAME:** Raymond Rubilotta  
**TITLE:** Director, Management Operations Directorate

### **COMPLIANCE IS MANDATORY**

**Responsible Office:** 270/Logistics Management Division

**Title:** Forms Management

## **PREFACE**

### **P.1 PURPOSE**

This GPR establishes the responsibilities, procedures, and requirements for initiation, revision, cancellation, review, development, maintenance, control, storage, disposal, and electronic provision of forms management at the Goddard Space Flight Center (GSFC).

### **P.2 APPLICABILITY**

This GPR applies to all GSFC organizational elements, to their associated contractors to the extent specified in their respective contracts, and to other NASA organizations and Government agencies using GSFC Forms Management services.

### **P.3 AUTHORITY**

National Aeronautics and Space Act of 1958, as amended, 42 U.S.C. section 2473 (c) (1).

### **P.4 REFERENCES**

5 U.S.C. 552a, Privacy Act of 1974  
44 U.S.C. 3501 et seq., Paperwork Reduction Act  
Pub. Law No. 107-347, E-Government Act of 2002  
[NPR 1441.1](#), NASA Records Retention Schedules  
[GSFC Form 22-1](#), Request To Create, Revise, or Cancel a Form

### **P.5 CANCELLATION**

GPR 1420.1B, Forms Management

### **P.6 SAFETY**

None.

## P.7 TRAINING

None

## P.8 RECORDS

Record Title	Record Custodian	Retention
GSFC 22-1, Request to Create, Revise, or Cancel a Form.  Form Number Logbook	Contract Support Office, Code 239  Contract Support Office, Code 239	* <u>NRRS 1/74A</u> Destroy when related form is discontinued, superseded, or canceled.  * <u>NRRS 1/74A</u>
Master Files of all GSFC forms, including documentation and reproducible copies (where required).	Contract Support Office, Code 239	* <u>NRRS 1/74A</u>

\*NRRS – NASA Records Retention Schedules ([NPR 1441.1](#))

## P.9 METRICS

To assess and provide quality assurance of the GSFC Forms Management Program, the GSFC Forms Manager shall:

- Conduct quarterly reviews to ensure that electronic forms maintained on the Goddard Directives Management System (GDMS) are current;
- Conduct quarterly reviews to ensure MS Word and PDF electronic versions of approved GSFC forms are available for customer download, as appropriate;
- Conduct a semi-annual forms inventory of GSFC forms stored in the GDMS Forms Master List to ensure form data integrity; and
- Conduct an annual review of GSFC hard-copy, store stock forms to ensure that forms are current.

## P.10 DEFINITIONS

- Advanced Materials Management System (AMMS) – On-line application used by the Logistics Management Division, Code 230, to provide supplies to Goddard Greenbelt and Wallops, as well as NASA Headquarters: <http://amms.gsfc.nasa.gov/>.
- Form - A basic tool, whether printed or electronic, for collecting and transmitting information. Instruction sheets, notices, tags, labels, and posters may be considered forms when it is advantageous to identify and control them for purposes of reference, printing, stocking, distribution, and to use them with other forms. Some electronic forms provide on-line data entry capability.

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- c. Forms Management Program - A program established to increase the usefulness of forms as tools to maximize business efficiency and support the fulfillment at GSFC.
- d. Forms Management Representative (FMR) - The individual designated as the directorate point of contact for matters pertaining to forms management and maintenance.
- e. Forms Master List - Forms listed on the GDMS and are applicable to GSFC. The Forms Master List includes a hyperlink to electronic versions, if available, or provides information on how to requisition paper forms.
- f. GDMS - The electronic system that maintains the collection of approved forms and directives issued by GSFC along with procedures for establishing and maintaining such collection.
- g. GSFC Form - A form, whether printed or electronic, used by two or more directorates, identified by the prefix GSFC, containing a GSFC control number, and controlled by the Center.
- h. GSFC Forms Manager - The individual in the Logistics Management Division designated as the point of contact for matters pertaining to the management and maintenance of GSFC forms.
- i. NASA Electronic Forms (NEF) Working Group - Representatives from each NASA Center who define requirements for electronic forms and evaluate commercial electronic forms products. All Center Forms Managers are members of the NEF.
- j. NASA Form - A form developed for application in at least two installations, subject to approval of the NASA Forms Management Officer, and may be prescribed for mandatory use by a NASA Directive.
- k. Organizational Form - A form, whether printed or electronic, created for use within a particular organization only, and is controlled by that same organization.
- l. Privacy Act Statement - Appears on forms used to collect personal information about individuals in accordance with 5 U.S.C. 552a, Privacy Act of 1974, as amended, and with the E-Government Act of 2002, Pub. Law No. 107-347.
- m. Standard Form - A form prescribed by a Federal agency, pursuant to its authority, and approved by GSA for mandatory use throughout the federal government.

## PROCEDURES

In this document, a requirement is identified by "shall," a good practice by "should," permission by "may" or "can," expectation by "will," and descriptive material by "is."

### 1. Responsibilities

**1.1** The Center Director appoints a Center Forms Manager responsible for ensuring Center forms activities comply with applicable laws, regulations, and Agency policy and procedures.

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT  
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

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**1.2** Each Directorate Office shall appoint an individual to serve as the Forms Management Representative (FMR).

**1.3** The Logistics Management Division shall establish a Forms Management Program for GSFC to increase the usefulness of forms as tools to maximize business efficiency.

**1.4 The GSFC Forms Manager shall:**

- a. Coordinate with FMRs to ensure effective dissemination of information related to NASA Standard Forms and GSFC forms;
- b. Coordinate meetings with FMRs;
- c. Disseminate notices regarding new, revised, and cancelled forms to FMRs, who shall announce throughout their organizations;
- d. Ensure GSFC forms requesting personal data meeting the Privacy Act criteria have a corresponding Privacy Act Statement;
- e. Ensure GSFC electronic forms listed in the GDMS Forms Master List are available in a format that can be accessed by the visually impaired;
- f. Establish a process to measure customer satisfaction, and other useful metrics;
- g. Incorporate Federal and NASA requirements on all forms;
- h. Manage the GSFC Forms Master List located in the GDMS;
- i. Oversee the Center-wide forms management program, providing technical assistance and procedural advice to GSFC organizations and forms control processes;
- j. Review and approve all requests to create, revise, and cancel GSFC forms; and
- k. Represent GSFC as a member of the NASA Electronic Forms Working Group.

**1.5 Forms Management Representatives (FMRs) shall:**

- a. Represent their directorates on GSFC forms matters and serve as liaisons between their directorates and the Center Forms Manager (Code 231), and the GSFC Forms Contract Support Office (Code 239);
- b. Ensure all GSFC forms that are displayed as links on directorate controlled Web sites are directly linked to the GDMS Forms Master List, <http://gdms.gsfc.nasa.gov/gdmsnew/home.jsp>, and all links displayed as NASA Forms and Standard Forms are linked, where applicable, to the NASA Headquarters Forms Master List, [https://extranet.hq.nasa.gov/nef/user/form\\_search.cfm](https://extranet.hq.nasa.gov/nef/user/form_search.cfm) ; and
- c. Ensure that GSFC forms referenced in directives (GPD, GPR, PG, or WI) initiated by their directorates are current.

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT  
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

**1.6 The GSFC Forms Contract Support Office, Code 239, shall:**

- a. Assist customers with the establishment of new GSFC forms, revision and cancellation of existing GSFC forms, form design, and assignment of the GSFC form number and edition date; and
- b. Maintain the GSFC forms master files and form number log book.

**1.7 Organizations Shall:**

- a. Follow established Agency and Center procedures, as applicable, when creating organization forms;
- b. Utilize GSFC, NASA, and Standard forms to the maximum extent; and
- c. Request new or revised forms in accordance with procedures outlined in this directive.

**2. GSFC Forms Control****2.1 Process to Create and/or Revise Forms**

Organizations requesting new or revised forms shall submit form [GSFC 22-1](#), and include a draft copy of the new form or a corrected copy of the revised form to the GSFC Contract Support Office, Code 239.

**2.2 Canceling GSFC Forms**

- a. Organizations shall submit form [GSFC 22-1](#), with an attached copy of the form to be cancelled, to the GSFC Forms Contract Support Office, Code 239.
- b. The GSFC Forms Contract Support Office shall ensure that all hard copies of the cancelled form are removed from the GSFC Advanced Materials Management System (AMMS) Stock System and that electronic forms are removed from the GDMS.

**2.3 Reproduction of Blank Forms**

In order to ensure that the quality of a form is maintained and the latest version of the form is being used, the reproduction of blank paper forms on office copying equipment is discouraged.

**2.4 Ordering Blank Forms**

Use of electronic forms is encouraged. Organizations requiring unfilled blank paper forms shall request them through the on-line application AMMS: <http://amms.gsfc.nasa.gov/>.

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## 2.5 GSFC Forms Master List

All GSFC forms shall be listed in the [GDMS Forms Master List](#). Those forms available in electronic format will be available for downloading to user workstations for filling and printing.

## 3. Organizational Forms Control

Organizational forms subject to the Goddard Management System are the responsibility of the owning organization, and shall be controlled in accordance with the organization's documented configuration management procedures. Records that document the review, approval, and release of the form and subsequent updates shall be maintained within the owning organization.

## 4. Official GSFC Forms Numbering Scheme

- a. GSFC form numbers are assigned in sequence by the GSFC Contract Support Office, Code 239.
- b. GSFC form numbers shall begin with the "GSFC" unique identifier, followed by two numbers indicating subject matter, and one or more numbers indicating sequential order, e.g., GSFC 10-11. Labels and tags are marked as such.
- c. Updates to existing GSFC forms shall indicate that they are changed by having a new edition date and the statement "Previous editions are obsolete." Request for waivers to omit this statement shall be submitted to the Center Forms Manager for approval.
- d. Form numbers containing a letter at the end indicate a different sheet, or a different version of a form, but not a new edition. Example: 24-10, and 24-10A.
- c. Organizations shall number their forms using the Organization Code Number, followed by dash (-) FORM dash (-) and a four digit number (e.g., 230-FORM-0014). At a minimum, organizational forms shall have a unique form number and an edition date. Updates to existing organization forms indicate that they are changed by having the statement "Previous editions are obsolete." Request for waivers to omit this statement shall be submitted to the Center Forms Manager for approval.

## APPENDIX A

### [GSFC Numbering Series](#)

## CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline	10/12/00	Initial Release
A	11/17/00	<p>Made the following changes in response to CCR 043.</p> <ul style="list-style-type: none"> <li>▪ Deleted second Quality Record</li> <li>▪ Changed the asterisk on the first Quality Record to a single asterisk.</li> <li>▪ Replaced the second sentence of paragraph 4.0</li> </ul>
B	02/03/05	Changes made to update organization and document references and clarify all requirements to clearly distinguish them from supporting text in accordance with the NASA rules review.
C	06/02/06	<p>P.9 Metrics. Included quarterly and semi-annual reviews regarding the GDMS; MS Word and PDF electronic Forms; Data integrity; and hard-copy, and store stock forms.</p> <p>P.10 Definitions. Included definitions regarding Electronic Forms; Privacy Act Statement; and, enhanced definitions regarding Form; GSFC Form; NASA Form; Organizational Form.</p> <p>Made the following changes to Procedures:</p> <ul style="list-style-type: none"> <li>▪ Each Directorate Office shall appoint an individual to serve as the Forms Management Representative (FMR).</li> <li>▪ Clearly stated the GSFC Forms Manager Responsibilities.</li> <li>▪ Provided requirements regarding GDMS and HQ repository Web site links.</li> <li>▪ Forms Numbering Scheme: Included instructions for numbering forms.</li> <li>▪ Changed Forms Management Office to GSFC Forms Contract Support Office, Code 239</li> </ul>

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C	02/14/11	Administratively extended for 1 year from original expiration date.
	06/05/12	Administratively extended for 1 year from original expiration date.
	02/28/14	Administratively extended for 1 year from original expiration date.
	05/26/15	Administratively extended for 1 year from original expiration date.